

June 13, 2004

State Laboratory Institute  
**RESEARCH PROJECT POLICY AND PROCEDURES**

Purpose. The mission of the State Laboratory Institute (SLI) is to promote better health through quality laboratory practice. Specific core services that are provided to support this mission are testing to provide accurate identification of the causes of outbreaks, and molecular diagnostic data to improve epidemiological investigations. Applied research in laboratory testing methods related to infectious and environmental diseases is a key element in our laboratory operations, strengthening our capabilities and morale. Therefore, SLI shall participate in research projects related to its mission. This policy outlines the procedures that apply to specific projects, funded or unfunded, that are conducted at the SLI.

Early notification. Potential projects should be brought to the attention of the Director at regular staff meetings or in direct meetings as soon as opportunities are identified. A project tracking cover sheet (attached) should be initiated at the time that the project has the potential to be considered, or prior to a funding application or discussion is initiated. The tracking sheet will have three attachments that are described in the 'Approvals' section of this policy.

Approvals. There are three points at which projects require approval of the Director or the Director's designee. These are concept, application or negotiation of specific scope and funding and implementation after final scope and budget are proposed (final approval). Either the Director (Ralph Timperi) or his designees (Linda Han or Mariah Grazioplene) must approve each step. Approval of the first two steps is not a guarantee of final approval.

Description of project approval steps.

- Concept. The Principle Investigator (Lead Scientist) must prepare a brief summary (1-2 typewritten pages) of the proposed project including purpose, research partners, hypothesis, resources required, potential funding, sources of funding, rationale for why it is relevant to SLI mission, risks and benefits, project outcomes and timeline (start, length).
- Application or negotiation of scope of work and funding. The PI must discuss with the Director or his designees to receive guidance on how this process will be accomplished. The Director will designate a lead person for this process.
- Final approval. Once a final presentation of scope and a 'best and final offer' of funding are made, the Director will decide if the project is viable and can be accepted.

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Ralph Timperi, Assistant Commissioner, State Laboratory Institute

Date